

Risk Rating Calculator

Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to three days' absence
4	major – more than seven days' absence
5	catastrophic – death

Action Level Table

Risk Rating	Action
20-25	Stop – stop activity and take immediate action
15-16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action – improve within specified timescale
3-6	Monitor – look to improve at next review or if there is a significant change
1-2	No action – no further action but ensure controls are maintained and reviewed

***Likelihood x Consequence = Risk**



Wash Bay Risk Assessment

<u>Description of hazard and hazardous event</u>	<u>Who might be harmed?</u>	<u>How might people be harmed</u>	<u>What risk controls are currently in place?</u>				<u>Are further controls needed?</u>	<u>Date of next assessment</u>			
				<u>L</u>	<u>C</u>	<u>R</u>			<u>L</u>	<u>C</u>	<u>R</u>
Contact with chemicals used to clean vehicles.	Motorclean staff Dealership staff Members of public Intruders Visitors	Damage to Eyes. Irritation of Skin. Damage to respiratory system through inhalation. Damage to Eyes. Irritation of Skin. Damage to respiratory system through inhalation.	Training on safe use of Chemicals. Including COSHH & Motorclean valeting processes. Personal Protective Equipment. Eye wash stations supplied.	3	2	6	Area manager & H&S department on regular site visits educates operators on the risks with the tasks involved. Ensure eye wash stations are fully stocked with eye wash fluid that has not expired. Good working ventilation system within wash bay.	02.01.2020	2	2	4
Spray from pressure washer.	Motorclean staff Dealership staff Members of public Intruders Visitors	Splash back from excess water and chemicals to the face area.	Training on safe use of pressure washing cleaning equipment. This includes COSHH & Motorclean valeting processes Personal Protective Equipment.	3	2	6	Area manager and the H&S department on regular site visits educates operators on the risks with the tasks involved. Ensure eye wash stations are fully stocked with eye wash fluid that has not expired.	02.01.2020	2	2	4
Use of electrical equipment in wet areas including hoovers.	Motorclean staff Dealership staff Members of public Intruders Visitors	Electrocution. Electrical fires. Slip, trip and falls on the same level.	Training on the safe use of electrical equipment. Electrical sockets, cables and plugs are visually checked regularly. 12 month PAT testing. Personal Protective Equipment. Pre-use electrical checks and after use electrical checks. Examining cables, plugs, sockets ensuring they are safe to use.	3	5	15	Ensure PAT testing has been completed. Area Manager conducts regular testing on cables and plugs during site visits. Further testing from H&S department. Any defects are reported and repaired within 48 hours. Supplier maintenance checks during site visits for repairs PAT enforcement. Staff are instructed to cut plugs from cables if any equipment has been damaged. (Remove plugs from sockets first).	02.01.2020	3	5	15

<p>Slippery surface in wash bay. Icy conditions during cold weather months.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Injury through slipping causing bruising, sprains and broken bones</p>	<p>Warning signs are clearly displayed. Correct PPE (boots) are always worn. Ensure excess water/chemicals are cleared regularly. Ensure drainage remains free flowing. Ensure dealership has stocked supply of rock salt and suitable equipment to dispense rock salt. Apply rock salt regularly to exterior of bay through winter months before, during and after valeting activities. Guidance on correct procedure for gritting and salting areas (manual handling).</p>	3	4	12	<p>Dealership informed of any drainage issues. Ensure vehicles are washed within the confines of wash bay facilities Research additional non slip flooring. Tool box talks on site visits.</p>	02.01.2020	3	4	12
<p>Trip by equipment and trailing cables/hose in the wash bay.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Injury through tripping causing bruising, sprains and broken bones</p>	<p>Equipment is located on outer part of the wash bay. Cables run all the way around the wash bay and not across the wash bay. Cables/equipment located in a safe place when not in use. Warning/mandatory signs are clearly displayed.</p>	3	4	12	<p>Use or obtain additional plug sockets throughout the wash bay. Training & information during site visits from Area Manager and H&S department.</p>	02.01.2020	3	4	12

Vehicle movement.	Motorclean staff Dealership staff Members of public Intruders Visitors	Injury due to collision with a vehicle causing bruising, sprains and broken bones. Potential damage to property or other vehicles.	Current full driving licence. Driving assessment. Awareness of speed limits. Regular use of horn to make others aware of the presence of a vehicle. Use of a banksman (observer). Reverse a vehicle in to the wash bay to allow easier egress. Use of hazard lights. Safety belts are worn at all times.	3	4	12	Use of available designated walk walkways. Safety guard rails placed at entrance /exit of the wash bay. One way system in place. Traffic light systems. Safety mirrors installed for blind corners. Reduce the amount of parked vehicles in the surrounding area. Never leave vehicles running with keys in the ignition. Never leave vehicle in gear. Always apply the handbrake.	02.01.2020	2	4	8
Use of three step ladder in wash bay (working at height). Standing on the wheel or door frame of a vehicle to reach the roof.	Motorclean staff	Injury due to falling from height causing bruising, sprains, broken bones, and potential death.	Pre-check inspections are carried out before using ladders/ platforms. After check inspections are carried out after using ladders/platforms. To be used only on a level surface. Rubber fixings are intact on all supporting legs Use as a last resort.	3	5	15	Training, information and instruction on use of ladders/ platforms. Replace ladders with telescopic wash poles where possible. Under no circumstances are operators to stand on wheels or door frames to reach the roof.	02.01.2020	2	5	10
Leaving the engine running while cleaning is in progress.	Motorclean staff Dealership staff Members of public Intruders Visitors	Inhalation of exhaust fumes. Irritation to eyes.	Under no circumstances are vehicle engines to be left on during the cleaning processes.	4	5	20	Under no circumstances are vehicle engines to be left on during cleaning processes.	02.01.2020	4	5	20
Standing water left in pressure washer/ pressure washer hoses.	Motorclean staff Dealership staff Members of public Intruders Visitors	Legionnaires Disease.	Training and awareness with operatives Pressure washers are drained daily.	1	4	4	Monitor during site visits from Area manager and H&S department.	02.01.2020	1	4	4

Standing water left in the barrel header tank used for pressure washer.	Motorclean staff Dealership staff Members of public Intruders Visitors	Legionnaires Disease.	Ensure that the header tank water is drained and replaced if the pressure washer has not been used for a long period of time.	1	4	4	Monitor during site visits from Area manager and H&S department.	02.01.2020	1	4	4
Being subject to harassment or aggressive violent behaviour at work.	Motorclean staff Dealership staff Members of public Intruders Visitors	Physical injury. Fatal injury. Emotional shock.	Training and guidance on correct behaviour standards whilst at work.	1	5	5	Such behaviour is not tolerated in the workplace. Removed from the business with immediate affect.	02.01.2020	1	5	5
Lifting or moving heavy objects, such as 25L chemical containers & pressure washer. Moving, pulling and pushing pressure washers.	Motorclean staff Dealership staff Members of public Intruders Visitors	Physical injury to back and other muscular body parts. Injury to hands or feet.	Training on the best practice of manual handling. Pressure washers to have wheels to assist in mobile movement and to prevent lifting of the equipment.	4	4	16	Reducing containers from 25L to 5L where possible. Tool box talks on manual handling. Using more than one person to complete any tasks. Use of additional lifting equipment to carry out tasks wherever possible.	02.01.2020	3	4	12
Use of hot water pressure washers.	Motorclean staff Dealership staff Members of public Intruders Visitors	Splash back from excess water and chemicals to the face area. Burns from hot water to the body	Training on the safe use of pressure washer cleaning equipment. Training to include COSHH & Motorclean valeting processes. Personal protective equipment.	3	3	9	Area manager & H&S department on regular site visits will educate operators on the risks with the tasks involved. Ensure eye wash stations are fully stocked with eye wash fluid that has not expired.	02.01.2020	2	3	6

Adding kerosene to hot water pressure washers.	Motorclean staff Dealership staff Members of public Intruders Visitors	Contact to skin causing irritation/burns to the skin. Potential of kerosene igniting causing burns and fires. Inhalation of kerosene.	Supplier training on correct working procedures. Correct use of decanting equipment to add kerosene to the machine when cold and completed in a ventilated environment. The machine is used in a ventilated environment or in an open area environment. The correct personal protective equipment is supplied. Kerosene to be stored safely in chemical cabinets.	3	5	15	Replace with an electric hot water pressure washer to eliminate the risks from kerosene wherever possible. Replace with a cold water pressure washer to eliminate all risks where possible.	02.01.2020	3	3	9
Application of chemicals.	Motorclean staff Dealership staff Members of public Intruders Visitors	Contact to skin/eyes causing irritation and burns. Inhalation of chemicals during the spraying process. Incorrect application through bending over and not using the correct 6ltr spray bottle. Back strain, pains and discomfort.	Training on the safe use of chemicals. Including COSHH & Motorclean valeting processes. Personal protective equipment. Eye wash stations supplied. First aid box and first aiders available. Guidance on the correct manual handling procedures. Supply of 6ltr spray bottles.	3	3	9	Tool box talks to encourage the correct use of equipment. Regular site visits from Area Managers to ensure correct processes are being carried out. Container lids are replaced after use. Correct use of decanting when transferring chemicals to and from containers in a well ventilated area.	02.01.2020	2	3	6



Valet Bay Risk Assessment

Description of hazard and hazardous event	Who might be harmed?	How might people be harmed	What risk controls are currently in place?	Risk Rating			Are further controls needed?	Date of next assessment	Risk Rating		
				L	C	R			L	C	R
<p>Contact with chemicals used to clean vehicles.</p> <p>Customer after care protection packs.</p> <p>Autoglym.</p> <p>Supagard.</p> <p>GardX.</p> <p>Diamondbrite.</p> <p>Williams.</p>	<p>Motorclean staff</p> <p>Dealership staff</p> <p>Members of public</p> <p>Intruders</p> <p>Visitors</p>	<p>Damage to Eyes.</p> <p>Irritation of Skin.</p> <p>Damage to respiratory system through inhalation.</p>	<p>Training on safe use of Chemicals. Including COSHH & Motorclean valeting processes</p> <p>Personal Protective Equipment.</p> <p>Eye wash stations supplied.</p> <p>Additional training on the use of chemicals for the customer aftercare protection packs by the supplier.</p>	3	2	6	<p>Area manager and H&S department on regular site visits educate the operators on the risks involved with the tasks.</p> <p>Ensure eye wash stations are fully stocked with eye wash fluid which has not expired.</p> <p>Good working ventilation system within the valet bay.</p> <p>3M Masks MUST be worn when using aerosol cans and including interior after care protection sprays.</p> <p>Allow sufficient time for the fumes to disperse from within the vehicle</p>	02.01.2020	2	2	4
<p>Storage of dangerous/flammable chemicals.</p>	<p>Motorclean staff</p> <p>Dealership staff</p> <p>Members of public</p> <p>Intruders</p> <p>Visitors</p>	<p>Damage to Eyes.</p> <p>Irritation of Skin.</p> <p>Damage to respiratory system through inhalation.</p> <p>Damage to Eyes.</p> <p>Irritation of Skin.</p> <p>Damage to respiratory system through inhalation.</p> <p>Chemical fires.</p>	<p>Training on the safe use of chemicals. Including COSHH & Motorclean valeting processes.</p> <p>Stored in a suitable chemical cabinet.</p> <p>Lids are securely fixed on the chemical container.</p> <p>Dangerous chemical sign is clearly visible on the cabinet.</p> <p>Flammable chemical sign is clearly visible on the cabinet.</p> <p>The chemical cabinet is stored in a safe place away from combustible materials.</p> <p>All chemical containers/trigger bottles are clearly labelled and sleeved with the correct chemical information.</p>	5	5	25	<p>Area manager and H&S department on regular site visits educate the operators on the risks of failing to store chemicals correctly.</p> <p>Substitute flammable/dangerous chemicals with a non flammable / less dangerous chemical wherever possible.</p>	02.01.2020	2	3	6

<p>Use of electrical equipment in the valet bay.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Electrocution. Electrical fires. Slip, trip and falls on the same level.</p>	<p>Training on the safe use of electrical equipment. Electrical sockets, cables and plugs are visually checked regularly. 12 month PAT testing. Personal Protective Equipment. Pre-use electrical checks and after use electrical checks. Examining cables, plugs, sockets ensuring they are safe to use.</p>	3	5	15	<p>Ensure PAT testing has been completed. Area Manager conducts regular testing on cables and plugs during site visits. Further testing from H&S department. Any defects are reported and repaired within 48 hours. Supplier maintenance checks during site visits for repairs PAT enforcement. Staff are instructed to cut plugs from cables if any equipment has been damaged. (Remove plugs from sockets first).</p>	02.01.2020	3	5	15
<p>Slippery surface in the valet bay. Icy conditions during cold weather months.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Injury through slipping causing bruising, sprains and broken bones.</p>	<p>Warning signs are clearly displayed The correct PPE (Boots) are always worn. Ensure excess water/chemicals are cleared regularly. Ensure dealership has stocked rock salt and suitable equipment to dispense rock salt. Apply rock salt regularly to the exterior of the bay through winter months before, during and after valeting activities. Guidance on the correct procedure for gritting and salting areas (manual handling).</p>	3	4	12	<p>Ensure vehicles are cleaned within the confines of the valet bay facility. Consider additional non slip flooring. Tool box talks during site visits. Advise the site to replace an unsuitable floor surface with one that has good slip resistance. Clear excess water and chemicals with squeegee/mops on a regular basis. Preventing persons who are not wearing the correct PPE (safety footwear) from entering the valet bay. Apply tyre shine outside the valet bay.</p>	02.01.2020	3	4	12

<p>Trip by equipment and trailing cables in the valet bay and due to floor damage.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Injury through tripping causing bruising, sprains and broken bones.</p>	<p>Equipment is located on the outer part of the valet bay. Cables run around the perimeter of the valet bay and not across the valet bay. Cables / equipment are located in a safe place when not in use. Warning / mandatory signs are clearly displayed.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Use or obtain additional plug sockets in the valet bay. Training and information during site visits from Area Manager and the H&S department Avoid use of extension cables. Maintain good housekeeping throughout the working day. Add a cleaning rota for operatives to share responsibility. Prevent excess cables coiling on the floors. Report any damage to the flooring to the dealership.</p>	<p>02.01.2020</p>	<p>3</p>	<p>4</p>	<p>12</p>
<p>Vehicle movement.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Injury due to collision with a vehicle causing bruising, sprains and broken bones. Potential damage to property or other vehicles.</p>	<p>Current full driving licence. Driving assessment. Awareness of speed limits. Regular use of horn to make others aware of the presence of a vehicle. Use of a banksman (observer). Reverse a vehicle in to the wash bay to allow easier egress. Use of hazard lights. Safety belts are worn at all times.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Use of available designated walk walkways. Safety guard rails placed at entrance /exit of the wash bay. One way system in place. Traffic light systems. Safety mirrors installed for blind corners. Reduce the amount of parked vehicles in the surrounding area. Never leave vehicles running with the keys in the ignition. Never leave vehicle in gear. Always apply the handbrake.</p>	<p>02.01.2020</p>	<p>2</p>	<p>4</p>	<p>8</p>

<p>Use of three step ladder or platform in valet bay (working at height). Standing on the wheel or door frame of a vehicle to reach the roof.</p>	<p>Motorclean staff</p>	<p>Injury due to falling from height causing bruising, sprains, broken bones and potential death. Injury from objects falling from the platform.</p>	<p>Pre-check inspections are carried out before using ladders or platforms. After check inspections are carried out after using ladders or platforms. To be used only on a level surface. Rubber fixings are intact on all supporting legs. Safety rails or barriers on the platform are correctly fitted and secured. Stabilizers are used and the wheels are locked when the platform is being used. The area around the platform is kept clear when the platform is being used.</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Training, information and instruction on use of ladders / platforms. Replace ladders or platforms with telescopic wash poles where possible. Under no circumstances are operators to stand on wheels or door frames to reach the roof.</p>	<p>02.01.2020</p>	<p>2</p>	<p>5</p>	<p>10</p>
<p>Leaving the engine running while cleaning is in progress.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Inhalation of exhaust fumes. Irritation to eyes.</p>	<p>Under no circumstances are vehicle engines to be left on during the cleaning processes.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Under no circumstances are vehicle engines to be left on during cleaning processes.</p>	<p>02.01.2020</p>	<p>3</p>	<p>5</p>	<p>15</p>
<p>Being subject to harassment or aggressive violent behaviour at work.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Physical injury. Fatal injury. Emotional shock.</p>	<p>Training and guidance on correct behaviour standards whilst at work.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Such behaviour is not tolerated in the workplace Removed from the business with immediate affect</p>	<p>02.01.2020</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Standing water left in the barrel header tank within the valet bay and used for the pressure washer.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Legionnaires Disease</p>	<p>Ensure that the header tank water is drained and replaced if the pressure washer has not been used for a long period of time.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Monitor during site visits from the Area Manager and H&S department.</p>	<p>02.01.2020</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Lifting or moving heavy objects, such as 25L chemical containers & pressure washers. Moving, pulling and pushing pressure washers / platforms.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Physical injury to back and other muscular body parts. Injury to hands or feet.</p>	<p>Training on the best practice of manual handling. Pressure washers to have wheels to assist in mobile movement and to prevent lifting of the equipment.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Reducing containers from 25L to 5L where possible. Tool box talks on manual handling. Using more than one person to complete any tasks. Use of additional lifting equipment to carry out tasks wherever possible.</p>	<p>02.01.2020</p>	<p>3</p>	<p>4</p>	<p>12</p>

Application and use of chemicals.	Motorclean staff Dealership staff Members of public Intruders Visitors	Contact to skin / eyes causing irritation and burns. Inhalation of chemicals during spray process	Training on the safe use of chemicals. Including COSHH & Motorclean valeting processes. Personal protective equipment. Eye wash stations supplied. First aid box and first aiders available. Guidance on the correct manual handling procedure. COSHH posters displayed in Romanian, Polish and Russian languages. Display of CD Containing H&S documentation. Display of flammable, dangerous chemicals signage on chemical cabinets and walls.	3	3	9	Tool box talks to encourage the correct use of equipment. Regular site visits from Area Managers to ensure the correct processes are being carried out. Container lids are replaced after use. Correct use of decanting when transferring chemicals to and from containers in a well ventilated area.	02.01.2020	2	3	6
Chemical spillages on floors.	Motorclean staff Dealership staff Members of public Intruders Visitors	Risks of slipping on spillages resulting in bruising, sprains broken bones, and potential death.	Immediate clean up of all spillages with paper towels to absorb the spillage. Use of personal protective equipment.	5	5	25	Depending on the available space use of a spill pallet to contain possible spillages. Report any major spillages. Safely remove spills with the correct cleaning chemicals and dispose of the chemicals correctly. Staff knowledge and availability of COSHH / safety data sheets of chemicals being used.	02.01.2020	3	5	15

Polish or compound from a high speed polisher.	Motorclean staff Dealership staff Members of public Intruders Visitors	Damage to Eyes. Irritation to the skin	Training on the safe use of a high speed polisher. Personal protective equipment. (safety glasses).	1	3	3	Ensure a safe working area to prevent the dispersion of polish and compound.	02.01.2020	1	3	3
Heat generated from hot air guns.	Motorclean staff Dealership staff Members of public Intruders Visitors	Burns to the skin.	Training on the safe use of a hot air gun. Personal protective equipment. Stored in a cool / safe place when not in use in order to lower the temperature of the equipment.	3	2	6	When operating the hot air gun heat resistant gloves are to be worn during the process.	02.01.2020	2	1	2
Hot air gun when hot becoming a source of ignition.	Motorclean staff Dealership staff Members of public Intruders Visitors	Risk of fire.	Training on the safe use of a heat gun. Training on good housekeeping. Storing flammable chemicals safely and securely in chemical cabinets.	1	5	5	Tool box talks from Area Managers and H&S department to ensure correct safety procedures are being adhered to.	02.01.2020	1	5	5
Using Preptone/Tardis to remove stickers from vehicles	Motorclean staff Dealership staff Members of public Intruders Visitors	Flammable risks of chemical fire, irritation and burns to the skin, inhalation.	Training on the safe use of Preptone Appropriate use of PPE (masks, gloves and eye protection) Only to be used in a ventilated area. Good knowledge of COSHH and safety data sheets.	3	5	15	Only to be used as a last resort. Apply preptone outside unless being used in a well ventilated area. Only use a steam cleaner to eliminate the risk.	02.01.2020	2	5	10
Using or having control of a scraper blade. Replacing blades.	Motorclean staff Dealership staff	Injury through a cut or a laceration.	Guidance and best practice on the correct use of scraper blades. Appropriate personal protective equipment. Safe storage of scraper blades. Do not store in a pocket.	4	2	8	Provision of anti cut gloves to be worn whilst using the scraper blade and changing the blade.	02.01.2020	4	1	4

Using a Tornado Gun.	Motorclean staff Dealership staff Members of public Intruders Visitors	Chemical contact and spray vapours from the Tornado gun resulting in damage to eyes, irritation of the skin. Damage to respiratory system through inhalation. Tripping from a trailing hose, resulting in bruising, sprains and broken bones.	Training on the safe use of chemicals. Training on the safe use of equipment. PPE - Masks/glasses/gloves worn during the process.	2	4	8	Use in a well ventilated area. Windows and doors to be open when using the equipment.	02.01.2020	2	4	8
Smoking in the valet bay area.	Motorclean staff Dealership staff Members of public Intruders Visitors	Chemical fires, fume inhalation, burns and potential death.	Strictly no smoking/vaping within the confines of the valet bay or nearby. Smoking may be allowed in designated areas. No smoking sign clearly displayed in the valet bay. Flammable chemicals safely stored away in chemical cabinets, with the lids securely sealed on the chemical containers. Flammable signs clearly displayed on the chemical cabinets.	3	5	15	Ensure compliance during site visits by the Area Manager and H&S Department.	02.01.2020	3	5	15



Showroom Risk Assessment

<u>Description of hazard and hazardous event</u>	<u>Who might be harmed?</u>	<u>How might people be harmed</u>	<u>What risk controls are currently in place?</u>				<u>Are further controls needed?</u>	<u>Date of next assessment</u>			
				<u>L</u>	<u>C</u>	<u>R</u>			<u>L</u>	<u>C</u>	<u>R</u>
Contact with chemicals used to clean vehicles.	Motorclean staff Dealership staff Members of public Intruders Visitors	Damage to the eyes. Irritation to the skin. Damage to respiratory system through inhalation.	Training on the safe use of chemicals. Including COSHH and Motorclean valeting processes. Personal Protective Equipment. Eye wash stations supplied.	3	2	6	Area manager and H&S department on regular site visits educate operators on the risks with the tasks involved. Ensure eye wash stations are fully stocked with eye wash fluid which has not expired.	02.01.2020	2	2	4
Chemical spillages on floors.	Motorclean staff Dealership staff Members of public Intruders Visitors	Risks of slipping on spillages resulting in bruising, sprains broken bones, and potential death.	Immediate clean up of all spillages with paper towels to absorb the spillage. Use of personal protective equipment. Making staff and public aware of a spillage using a portable slippery floor sign. Using a floor polisher to clear any residue.	5	5	25	Report of any spillages. Safely remove spillages with the correct cleaning chemicals and dispose of the chemicals correctly. Staff knowledge and availability of COSHH/safety data sheets of chemicals being used.	02.01.2020	3	5	15

Trip by hoover and trailing cable in the showroom.	Motorclean staff Dealership staff Members of public Intruders Visitors	Injury through tripping causing bruising, sprains and broken bones.	Hoover is located close to the vehicle being hoovered/cleaned. A power point is used close to where the hoover is being used. The cable/hoover are located in a safe place when not in use. Warning / mandatory signs are clearly displayed.	3	4	12	Training and information during site visits from Area Manager and the H&S department. Avoid use of extension cables. Prevent excess cables coiling on the floor.	02.01.2020	3	4	12
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Site Maintenance Risk Assessment

<u>Description of hazard and hazardous event</u>	<u>Who might be harmed?</u>	<u>How might people be harmed</u>	<u>What risk controls are currently in place?</u>				<u>Are further controls needed?</u>	<u>Date of next assessment</u>			
				<u>L</u>	<u>C</u>	<u>R</u>			<u>L</u>	<u>C</u>	<u>R</u>
Contact with chemicals used to clean vehicles.	Motorclean staff Dealership staff Members of public Intruders Visitors	Damage to Eyes. Irritation to the skin. Damage to respiratory system through inhalation.	Training on the safe use of chemicals. Including COSHH and Motorclean valeting processes. Personal protective equipment. Eye wash stations supplied.	3	2	6	Area manager and H&S Department on regular site visits educate operators on the risks involved with the tasks. Ensure eye wash stations are fully stocked with eye wash fluid which has not expired.	02.01.2020	2	2	4
Trip by hoses	Motorclean staff Dealership staff Members of public Intruders Visitors	Injury through tripping causing bruising, sprains and broken bones.	Taps located close to the working environment. Locate hoses along walls and the building away from foot access. High visibility hoses. Hoses are coiled or wound on to a hose trolley when not in use and stored away in a safe place.	3	4	12	Use or obtain additional taps throughout the site to reduce the amount of hose. Training and information during site visits from Area Manager and H&S Department. Maintain good housekeeping throughout the working day. Trip hazard signage clearly visible on the site.	02.01.2020	3	4	12

<p>Use of three step ladder on site/pitch (working at height). Standing on the wheel or door frame of vehicle to reach the roof.</p>	<p>Motorclean staff</p>	<p>Injury due to falling from height. Causing bruising, sprain, broken bones and potential death.</p>	<p>Pre-check inspections are carried out before use. After check inspections are carried out after use. To be used only on a level surface. Rubber fixings are intact on all supporting legs. Use as a last resort.</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Training, information and instruction on the use of ladders. Replace ladders with telescopic wash poles where possible. Under no circumstances are operators to stand on wheels or door frames to reach the roof.</p>	<p>02.01.2020</p>	<p>2</p>	<p>5</p>	<p>10</p>
<p>Slippery surface on site/pitch. Icy conditions during cold weather months.</p>	<p>Motorclean staff Dealership staff Members of public Intruders Visitors</p>	<p>Injury through slipping causing bruising, sprains and broken bones</p>	<p>Warning signs are clearly displayed. Correct PPE (Boots) are always worn. Ensure excess water/chemical are cleared regularly. Ensure dealership has stocked rock salt and suitable equipment to dispense the rock salt. Apply rock salt regularly to pitch/site through the winter months before, during and after valeting activities. Guidance on correct procedure for gritting and salting areas (Manual handling).</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Tool box talks during site visits Clear excess water and chemicals with a brush.</p>	<p>02.01.2020</p>	<p>3</p>	<p>4</p>	<p>12</p>



Driving Risk Assessment

<u>Description of hazard and hazardous event</u>	<u>Who might be harmed?</u>	<u>How might people be harmed</u>	<u>What risk controls are currently in place?</u>				<u>Are further controls needed?</u>	<u>Date of next assessment</u>			
				<u>L</u>	<u>C</u>	<u>R</u>		<u>L</u>	<u>C</u>	<u>R</u>	
Driver competence capability.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle Bruising, sprain, cuts, broken bones, potential death	H&S Induction checks employee has valid licence. Full valid driving licence for the vehicle they drive Does not drive if ill, tired or taking medication that impairs ability. Does not drive after consuming alcohol or drugs. Does not use hand held mobile phone while driving. Does not eat or drink whilst driving. Always wears a seat belt and adheres to the highway code. GPS monitoring can be used to track vehicle journeys and rest periods. <i>Recorded driving assessment for sub-contractors</i>	3	5	15	Yearly on going checks. Speeding tickets are addressed to Head Office so they are made aware of offences.	02.01.2020	2	5	10
The company vehicle being driven.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle Bruising, sprain, cuts, broken bones, potential death.	Employee carries out regular vehicle checks. Ensures the vehicle has passed an MOT (where applicable). Regularly serviced.	2	5	10	None	02.01.2020	2	5	10
Journey duration.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle Bruising, sprain, cuts, broken bones, potential death	Ensures employee workload allows sufficient journey time and planned breaks. Allows driver an overnight stop rather than taking a long journey after a full day. Considers whether the journey is avoidable. Tries to drive during normal working hours. Plans breaks (recommended time of 15 minutes every 2 hours) and overnight stop if required. Allows adequate time to get to the destination	5	5	25	Where practical eliminate the need to drive: e.g. use video conferencing, mobile telephone call or public transport. Ensure sufficient sleep prior to the journey.	02.01.2020	3	5	15

Journey time of day.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle. Bruising, sprain, cuts, broken bones, potential death	Encourages driving during normal working hours. Tries to avoid driving at peak travelling times, late at night or very early in the morning.	5	5	25	Allows driver an overnight stop rather than taking a long journey for early meetings. Ensure sufficient sleep prior to journey.	02.01.2020	3	5	15
Journey weather conditions Snow and Ice.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle Bruising, sprain, cuts, broken bones, potential death.	Review weather forecast and traffic report to assess whether it is safe to start the journey. Drivers to use dipped headlights and/or fog lights where appropriate. Use wipers. Drivers to proceed at a slow speed where necessary. Always ensure stopping distance is not further than half distance of visibility. Ensure screen de-icer is carried. Monitor weather reports (e.g. black ice). Drivers to carry spade where appropriate. Ensure adequate supply of warm clothing and hot drink if appropriate for the journey. Carry mobile telephone, if available, and maintain regular contact	3	5	15	Drivers do not take journey if the weather is unfit for driving e.g. heavy snow. Winter tyres.	02.01.2020	3	5	15
Work-related violence.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle Bruising, sprain, cuts, broken bones, potential death	Employee awareness of road rage behaviour. Employees do not encourage or incite road rage behaviour when confronted and in that situation.	3	5	15	None.	02.01.2020	3	5	15
Manual handling.	Motorclean staff	Bruising, sprain, cuts back and body pains	Minimise the amount of equipment or property by taking what is needed. Training on best practice of manual handling.	1	5	5	None	02.01.2020	1	5	5
Speeding while driving.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle Bruising, sprain, cuts, broken bones, potential death	To comply with the speed limit on the public road and the dealership or BCA speed limits.	3	5	15	None	02.01.2020	3	5	15

Road works/temporary surfaces.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle Bruising, sprain, cuts, broken bones, potential death	Drivers to proceed with caution at the appropriate speed. Observe all traffic speed limits and controls. Be vigilant for roadside operatives who are at work. If directed into dangerous situations due to faulty traffic controls or other hazards, use the vehicle hazard lights.	3	5	15	Re-route the journey to avoid road works.	02.01.2020	2	5	10
Reversing vehicles.	Motorclean staff Dealership staff Members of public Intruders Visitors	Struck by moving vehicle Bruising, sprain, cuts, broken bones, potential death	In confined spaces or poor visibility conditions, use a passenger if available to act as lookout or banksman. If unsure, the driver or passenger leaves the vehicle to look behind for small children etc. Ensure reversing lights are working and all mirrors are serviceable and clean. Reversing sensors and cameras installed	3	5	15	When reversing, hazard lights to be switched on to make people aware of the vehicle movement.	02.01.2020	3	5	15

Smart repair wheel cleaning (BCA Thurleigh) Risk Assessment

Description of hazard and hazardous event	Who might be harmed?	How might people be harmed	What risk controls are currently in place?	L	C	R	Are further controls needed?	Date of next assessment	L	C	R
Contact with Chemicals used to clean vehicles including Treble X (Wheel acid).	Motorclean staff Dealership staff Members of public Intruders Visitors	Damage to Eyes. Irritation of Skin. Damage to respiratory system through inhalation. Damage to Eyes. Irritation of Skin. Damage to respiratory system through inhalation.	Training on safe use of Chemicals. Including COSHH & Motorclean valeting processes Personal Protective Equipment. Eye wash stations supplied. Good working ventilation due to the operation being completed outside. The structure within which the cleaning is completed has perspex sheets on three sides to reduce the risk of third party injury. The IBC water container in which the Treble X, concentrated wheel cleaner or Red7 is used has a metal structure to ensure it remains rigid. One third volume of the IBC contains the wheel cleaning chemical solution.	4	4	16	Provide a purpose built metal wheel cleaning wash bath with a metal lid. A hoist to be used to place the alloy wheels in to the wheel cleaning bath to reduce any chemical contact with the skin. When adding Treble X in to the wheel cleaning bath decant the Treble X, concentrated wheel cleaner or Red7 from a large container to a smaller container. Use a purpose built spray booth with high pressure water / sand to eliminate using Treble X or other chemicals. Provide safety goggles / chemical boots / chemical suit and gauntlet gloves to be worn with nitrile gloves. Area manager & H&S department on regular site visits educates operators on the risks with the tasks involved. Ensure eye wash stations are fully stocked with eye wash fluid that is within date. <u>Good working ventilation system within wash bay.</u>	02.01.2020	3	4	12
Spray from pressure wash	Motorclean staff Dealership staff Members of public Intruders Visitors	Splash back from excess water and chemicals to the face area including Treble X chemical	Training on safe use of Pressure Cleaning Equipment. Including COSHH & Motorclean valeting processes Personal Protective Equipment.	3	3	9	Provide safety goggles / chemical boots / chemical suit and gauntlet gloves to be worn with the nitrile gloves. Area manager & H&S department on regular site visits educates operators on the risks with the tasks involved. Ensure eye wash stations are fully stocked with eye wash in date fluid.	02.01.2020	2	3	6
Use of Electrical Equipment in wheel cleaning bay / facility (pressure washer)	Motorclean staff Dealership staff Members of public Intruders Visitors	Electrocution Electrical fires Slip, trip and falls on the same level	Training on safe use of Electrical Equipment. Electrical sockets, cables and plugs are visually checked regularly. Yearly PAT testing. Personal Protective Equipment. Pre-use electrical checks and after use electrical checks. Visual inspection of cables, plugs and sockets ensuring they are safe to use.	3	5	15	Ensure PAT testing has been completed. Area Managers to conduct regular testing on cables and plugs during site visits. Further inspections from H&S Dept. Any defects reported and repaired within 48 hours. Supplier maintenance checks during site visits for any necessary repairs. PAT enforcement. Staff are instructed to cut plugs from cables if any equipment has been damaged. (Remove plugs from sockets first)	02.01.2020	3	5	15

Slippery surface in wheel cleaning bay / facility. Icy conditions during cold weather months.	Motorclean staff Dealership staff Members of public Intruders Visitors	Injury through slipping causing bruising, sprains and broken bones	Warning signs are clearly displayed Correct PPE (Boots) are always worn Ensure excess water/chemicals are cleared regularly. Ensure drainage remains free flowing. Ensure dealership has stocked supply of rock salt and suitable equipment to dispense rock and salt. Apply rock salt regularly to exterior of bay through winter months before, during and after valeting activities Guidance on correct procedure for gritting and salting areas (Manual handling)	3	4	12	Dealership informed of any drainage issues Ensure vehicles are washed within the confines of the wash bay facility. Look into additional non slip flooring. Tool box talks on site visits.	02.01.2020	3	4	12
Trip by equipment and trailing cables/hose in wheel cleaning bay /facility.	Motorclean staff Dealership staff Members of public Intruders Visitors	Injury through tripping causing bruising, sprains and broken bones.	Equipment is located on the outer part of wheel cleaning bay facility. The pressure washer is located close to the power point to reduce the risk from the trailing power cable. The pressure washer is located a short distance from the wheel cleaning facility. Cables/equipment located to a safe place when not in use. Warning/mandatory signs are clearly displayed.	4	4	16	Use or obtain additional plugs sockets throughout wash bay Training & information during site visits from area manager and H&S department. Broken / damaged wooden pallets used for storing the wheels during pressure washing are being replaced by new pallets or other suitable rubber floor surface.	02.01.2020	3	4	12
Standing water left in pressure washer / pressure washer hoses.	Motorclean staff Dealership staff Members of public Intruders Visitors	Legionnaires Disease	Training and awareness to operatives Washers are drained daily.	1	4	4	Monitor during site visits from Area manager and H&S departments	02.01.2020	1	4	4
Being subject to harassment or aggressive violent behaviour at work	Motorclean staff Dealership staff Members of public Intruders Visitors	Physical injury Fatal injury Emotional shock	Training & guidance on correct behaviour standards whilst at work.	1	5	5	Such behaviour is not tolerated in the workplace. Removed from the business with immediate affect.	02.01.2020	1	5	5
Lifting or moving heavy objects, such as 25L chemical containers / pressure washers and alloy wheels. Moving, pulling or pushing pressure washers.	Motorclean staff Dealership staff Members of public Intruders Visitors	Physical injury to back and other muscular body parts Injury to hands or feet	Training on best practice of manual handling. Pressure washers to have wheels to assist in mobile movement and to prevent lifting of equipment.	5	4	20	Reducing containers from 25L to 5L where possible. Tool box talks on manual handling. Using more than one person to complete tasks. Use of additional lifting equipment to carry out tasks where possible. A hoist to be used in lifting the alloy wheels in and out of the alloy wheel cleaning bay.	02.01.2020	3	4	12

Use of hot water pressure washers.	Motorclean staff Dealership staff Members of public Intruders Visitors	Splash back from excess water and chemicals to the face area. Burns from hot water to the body.	Training on safe use of Pressure Cleaning Equipment. Including COSHH & Motorclean valeting processes Personal Protective Equipment.	3	3	9	Area manager & H&S department on regular site visits educates operators on the risks with the tasks involved. Ensure eye wash stations are fully stocked with eye wash in date fluid.	02.01.2020	2	3	6
Adding kerosene to hot water pressure washers.	Motorclean staff Dealership staff Members of public Intruders Visitors	Contact to skin causing irritation/burns to the skin Potential of kerosene igniting causing burns and fires. Inhalation of kerosene.	Supplier training on correct working procedures. Correct use of decanting equipment to add kerosene to the machine when cold and in a ventilated environment Used in a ventilated environment or open area environment. The correct Personal Protective equipment is supplied. Kerosene to be stored safely in chemical cabinets.	3	5	15	Replace with an electric hot water pressure washer to eliminate the risks from kerosene where possible. Replace with cold pressure washer to eliminate all risks where possible.	02.01.2020	3	3	9
Application of chemicals to alloy wheels (Treble X, concentrated wheel cleaner or Red7).	Motorclean staff Dealership staff Members of public Intruders Visitors	Contact to skin/eyes causing irritation and burns. Inhalation of chemicals during spray process. Incorrect application through bending over and not using the correct 6ltr spray bottles causing back strain, pains and	Training on safe use of Chemicals. Including COSHH & Motorclean valeting processes. Personal Protective Equipment. Eye wash stations supplied. First aid box and first aiders available. Guidance on correct Manual handling procedures.	3	3	9	Use a purpose built spray booth with high pressure water / sand to eliminate using Treble X, concentrated wheel cleaner Red7. Tool box talks to encourage use of the correct equipment. Regular site visits from Area Managers to ensure the correct process is being carried out.	02.01.2020	2	3	6
Chemical spillages on floors	Motorclean staff Dealership staff Members of public Intruders Visitors	Risks of slipping on spillages resulting in bruising, sprains broken bones, and potential death.	Immediate clean up of all spillages with paper towels to absorb the spillage. Use of Personal Protective Equipment.	5	5	25	Depending on available space use of a spill pallet to contain potential spillages. Report any major spillages. Safely remove spills with correct cleaning chemicals and dispose of correctly and safely. Staff knowledge and availability of COSHH/Safety data sheets of chemicals being used.	02.01.2020	3	5	15

Steam cleaner equipment (including wallpaper steamer) risk assessment

Description of hazard and hazardous event	Who might be harmed?	How might people be harmed	What risk controls are currently in place?	L C R			Are further controls needed?	Date of next assessment	L C R		
				L	C	R			L	C	R
Trips and falls.	Motorclean staff Dealership staff Members of public Intruders Visitors	Injury through tripping causing bruising, sprains and broken bones.	Trip hazard warning signs at the extremes of the work area at all times during operation. Operatives undertake training in safe working practices as part of an appropriate Cleaning Induction Course. Operatives to ensure that electrical cables do not become raised from the floor during operation.	3	4	12	Use or obtain additional plug sockets in the valet bay. Training and information during site visits from the Area Manager and the H&S Department Avoid use of extension cables. Maintain good housekeeping throughout the working day. Add a cleaning rota for operatives to share responsibility. Prevent excess cables coiling on the floors. Report any damage of the flooring to the dealership.	02.01.2020	3	4	12
Electric Shocks.	Motorclean staff Dealership staff Members of public Intruders Visitors	Electrocution. Electrical fires.	All operatives are trained to physically check the condition of all equipment both before and after use. All defects are reported immediately to the area supervisor and the machine is marked "Do Not Use". Portable Appliance Tests are carried out on all machines by qualified engineers during every repair or annually if no fault has been recorded. All electrical repair and maintenance records are kept and are available for inspection. All employees are trained in the dangers of using electrical equipment where water is present.	3	5	15	Ensure PAT testing has been completed. Area Manager conducts regular testing on cables and plugs during site visits. Further testing from H&S Department. Any defects are reported and repaired within 48 hours. Supplier maintenance checks during site visits for repairs. PAT enforcement. Staff are instructed to cut plugs from cables if any equipment has been damaged. (Remove plugs from sockets first).	02.01.2020	3	5	15
Steam burn injuries.	Motorclean staff Dealership staff Members of public Intruders Visitors	Burns from contact with steam Burns from direct contact of spray gun (Wand)	Operatives should ensure that the cleaning wand is pointed away from the body at all times. When handling and inspecting the cleaning head, operatives should ensure that the machine is disconnected from the electricity supply. Ensure operative is wearing PPE clothing. Do not touch point of contact of steam hood.	3	4	12	Substitute steam cleaners with cold water pressure washers	02.01.2020	2	2	4

Musculoskeletal injuries and disorders.	Motorclean staff Dealership staff Members of public Intruders Visitors	Physical injury to back and other muscular body parts. Injury to hands or feet.	All operatives should be instructed in safe Manual Handling techniques. All operatives should be provided with guidance on the correct working postures to be adopted when using cleaning machinery	4	4	16	Operatives should make no attempt to lift the steam cleaner equipment. Wheels are attached to either push or pull the equipment into place. Two or more operatives should be completing these tasks. Do not attempt to move it on your own.	02.01.2020	2	4	8
Inhalation of steam. Burn to lungs.	Motorclean staff Dealership staff Members of public Intruders Visitors	Burns to mouth and nostrils	Correct masks, glasses are to be worn at all times when operating the steam cleaner.	3	4	12	Dry steam is only at 180. degrees Celsius on point of contact. All operatives should be instructed in safe handling techniques, to keep steam pointed away from the body at all times.	02.01.2020	2	4	8



Petrol generator Risk Assessment

<u>Description of hazard and hazardous event</u>	<u>Who might be harmed?</u>	<u>How might people be harmed</u>	<u>What risk controls are currently in place?</u>				<u>Are further controls needed?</u>	<u>Date of next assessment</u>			
				<u>L</u>	<u>C</u>	<u>R</u>			<u>L</u>	<u>C</u>	<u>R</u>
Trip by equipment and trailing cable from the generator.	Motorclean staff Dealership staff Members of public Intruders Visitors	Injury through tripping causing bruising, sprains and broken bones.	Generator is located close to where the work is being carried out. Cables / equipment are located in a safe place when not in use. Warning / mandatory signs are clearly displayed.	3	4	12	Training and information during site visits from the Area Manager and the H&S Department Maintain good housekeeping throughout the working day.	02.01.2020	3	4	12
Lifting or moving the generator.	Motorclean staff	Physical injury to back and other muscular body parts. Injury to hands or feet.	Training on the best practice of manual handling. Generator has handles / grips to assist in moving the generator.	4	4	16	Tool box talks on manual handling. Using more than one person to complete any tasks. Use of additional equipment (trolley) to move the equipment.	02.01.2020	3	4	12
Electric shock from generator output.	Motorclean staff Dealership staff Visitors	Physical injury and potential death through the entry exit of the electrical current.	Pre-use checks of the generator including checking electrical parts for any cracks or defects. Pre-use checks of electrical cables.	2	5	10	Ensure PAT testing has been completed. Area Manager conducts regular testing on cables and plugs during site visits. Further testing from H&S department. PAT enforcement. Staff are instructed to cut plugs from cables if any equipment has been damaged. (Remove plugs from sockets first).	02.01.2020	2	5	10

Hot parts from the generator exhaust.	Motorclean staff Dealership staff Visitors Intruders	Physical injury causing burns.	Staff training prior to using the generator. Generator positioned away from pedestrian access routes. Generator is stored in a safe place after use to allow to cool.	3	3	9	Tool box talks from Area Managers and H&S department to ensure correct safety procedures are being adhered to.	02.01.2020	3	3	9
Inhalation of exhaust fumes.	Motorclean staff Dealership staff Members of public Intruders Visitors	Inhalation of the exhaust fumes leading to respiratory damage and possible death due to asphyxiation.	The generator is not used in a confined space and is used in a well ventilated area. The generator is positioned exhaust is positioned away from the immediate working area to disperse the exhaust fumes away from the person using it.	2	5	10	Tool box talks from Area Managers and H&S department to ensure correct safety procedures are being adhered to.	02.01.2020	2	5	10
Fire from the petrol / diesel.	Motorclean staff Dealership staff Members of public Intruders Visitors	Physical injury due to burns and possible death.	Fuel is stored in sealed containers away from any source of ignition. The generator is allowed to cool before filling with fuel. The generator is switched off when filling with fuel. Smoking is not allowed in this area.	2	5	10	Fill the generator with fuel at the start of the working day when the generator is cold. Use a funnel when adding fuel to the generator to avoid spillages. Tool box talks from Area Managers and H&S department to ensure correct safety procedures are being adhered to.	02.01.2020	1	5	5
Noise from the generator.	Motorclean staff Dealership staff Members of public Intruders Visitors	Hearing impairment.	The generator is used in an open space where the noise is dispersed.	3	3	9	Ear protection to be worn when using the generator to eliminate the risk. Tool box talks from Area Managers and H&S department to ensure correct safety procedures are being adhered to.	02.01.2020	1	1	1

Skin irritation from the fuel.	Motorclean staff	Physical injury and irritation to the hands.	Wearing of the correct PPE (gloves) Use a funnel to avoid spillages on hands and body.	2	2	4	Tool box talks from Area Managers and H&S department to ensure correct safety procedures are being adhered to. Checks to ensure PPE (gloves) are being worn.	02.01.2020	2	2	4
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Loan Worker Risk Assessment											
<u>Description of hazard and hazardous event</u>	<u>Who might be harmed?</u>	<u>How might people be harmed</u>	<u>What risk controls are currently in place?</u>	<u>L C R</u>			<u>Are further controls needed?</u>	<u>Date of next assessment</u>	<u>L C R</u>		
				L	C	R			L	C	R
Accident or emergency arising out of work, completed on site.	Motorclean Staff Dealership Staff Members of public Intruders Visitors	Injury through collision. Through working practices.	First Aid kit Eye wash stations	3	5	15	Contact throughout working hours. Mobiles, emails and radio. Ensure good mobile phone network is available. Landline telephone numbers for contacts. Panic alarm. Provide local emergency contacts in the vicinity (either a person or a company).	02.01.2020	3	5	15
Sudden illness	Motorclean Staff	General illness. Illness through working practices.	First aid kit. Eye wash stations.	2	5	10	Provide local emergency contacts in the vicinity (either a person or a company). Ensure good mobile phone network available. Landline telephone numbers for contacts. Panic alarm. Contact throughout working hours. Mobiles, emails and radio.	02.01.2020	2	5	10
Physical violence from members of public and intruders	Motorclean Staff	Injury through an act of violence.	First aid kit.	1	5	5	Provide local emergency contacts in the vicinity (either a person or a company). Ensure good mobile phone network available. Landline telephone numbers for contacts. Panic alarm. Contact throughout the working hours. Mobiles, email and radio. Instruction, information and training in the correct procedures including 999 contact.	02.01.2020	1	5	5